

INFORMATION SHEET FOR CUSTODIANS OF PRIVATE COLLECTIONS TO BE USED IN THE 'NAME OF THE PROJECT' RESEARCH PROJECT

YOU WILL BE GIVEN A COPY OF THIS INFORMATION SHEET TO KEEP

Title of Study:

Department:

Name and Contact Details of the Researcher:

Following conversations you have already had with **NAME OF THE RESEARCHER**, this information sheet will provide a detailed outline of how content from your private collection will be used within the '**NAME OF THE RESEARCH PROJECT**' research project. Please take time to read the following information carefully and discuss it with others if you wish. Please also ask **NAME OF THE RESEARCHER** if there is anything that is not clear or if you would like more information. Once you have read through all of the information, please take your time to decide whether or not you wish your collection to be used within this research project.

About this study

SUMMARY OF THE RESEARCH PROJECT, ITS AIMS AND RATIONALE.

What do I have to do?

NAME OF RESEARCHER would like to have access to your collection. With your permission he/she/they would like to read, make notes from and photograph objects and documents in your collection that could contribute to her/his/their research. He/She/They would also like to have your permission to include these objects and documents in research outputs (potentially including public presentations, exhibitions, online content, journal articles, books and book chapters).

Do I have to agree for my private collection to be included in this research and its outputs?

The provision of permission for **NAME OF RESEARCHER** to engage with and include content from your private collection in her/his/their research is entirely voluntary. If you decide that you would like your collection to form part of her/his/their research, you will be given this information sheet to keep and asked to sign a consent form. On the consent form you will be asked whether you are happy for **NAME OF RESEARCHER** to engage with your collection, photograph elements of your collection and include references to or photographs of your collection in research outputs (potentially including public presentations, exhibitions, online content, journal articles, books and book chapters).

You will also be asked if you will be happy for the names of individuals within your private collection to be included in **NAME OF RESEARCHER**'s research. If individuals within your collection are still alive, they will be

anonymised as a matter of course (unless they explicitly provide consent for their name to be used). However,

if the individuals are deceased the inclusion of their names in future outputs (potentially including public presentations, exhibitions, online content, journal articles, books and book chapters) will be at your discretion.

Once **NAME OF RESEARCHER** has engaged with your collection and plans to use it within an output (potentially including public presentations, exhibitions, online content, journal articles, books and book chapters), he/she/they will share a sample of this output with you. At this point you may withdraw your permission for objects or documents from your collection to be used in **NAME OF RESEARCHER**'s research if you do not consider her/his/their use of this material to be appropriate.

What if something goes wrong?

If, at any point before, during or after the point at which your collection is used for research purposes you have concerns or complaints about the research process please contact **NAME OF RESEARCHER (RESEARCHER'S EMAIL ADDRESS)**. If you do not feel like **NAME OF RESEARCHER** satisfactorily handles your complaint, please contact **NAME OF SUPERVISOR OR MORE SENIOR COLLEAGUE IDEALLY RESPONSIBLE FOR ETHICAL ISSUES AT THE INSTITUTION YOU ARE FROM**.

Limits to confidentiality

Any personal information collected about you (as the collection's custodian) during the course of the research will be kept strictly confidential, unless there are compelling and legitimate reasons for this to be breached, in which case you will be informed of any decisions that might limit your confidentiality.

Data Protection Privacy Note

The data controller for this project will be the **NAME OF INSTITUTION WHERE RESEARCH IS BEING UNDERTAKEN**. Your personal data will be processed for the purposes outlined in this notice. The legal basis that would be used to process your personal data will be the provision of your consent. You can provide your consent for the use of your personal data in this project by completing the consent form that has been provided to you. Your personal data will be processed so long as it is required for the research project. We will endeavour to minimise the processing of personal data wherever possible. If you are concerned about how your personal data is being processed, please contact the **NAME & CONTACT DETAILS OF THE INSTITUTION'S ETHICS COMMITTEE**.

Contact for further information

Researcher:

NAME AND CONTACT DETAILS

Thank you for reading this information sheet and for considering taking part in this research study.